



## **ELECTRONIC DEVICE POLICY**

The aim of this policy is to provide employees with strict guidelines regarding the appropriate use of their company supplied Electronic Device. The term “Electronic Device” refers to objects such as mobile phones, iPhones, iPods, iPads and MP3 players.

### **MOBILE PHONES AND PORTABLE DEVICES.**

- **Eligibility**

An employee will be eligible to have a mobile phone if it is deemed necessary to their position. For example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.

- **Use**

The electronic device is provided primarily to allow contact between the staff member by other staff or customers and suppliers. All electronic devices within AHVAC have been set-up to allow free calls between AHVAC-AHVAC company mobiles. This being the case AHVAC-AHVAC inter mobile communications are at no additional cost and are encouraged over AHVAC to Landline or Landline to AHVAC Mobile. The use of any electronic device while driving is illegal. A Hands-free Car Kit may be provided and installed into an employee's car. Most AHVAC company vehicles are factory equipped with blue tooth hands-free kits. You are to familiarize yourself with the details of the service providers plan on which the phone is connected to make effective use of the phone and minimize the costs of calls to the business. Social networking and personal emails are not to be used through the cellular network and are only to be accessed through wireless Lan connections to keep the data use with the allowances of the plan.

- **Private use**

Your electronic device has been issued to you for work purposes. Therefore, private usage of your electronic device shall be kept to a minimum. If it is found that an employee is using his or her electronic device irresponsibly, then the employee will have the device removed and/or be requested to reimburse AHVAC for excessive personal calls or cellular data usage. Also, your device use will be more closely monitored until a more reasonable proportion of business versus private use is achieved.

- **Use of electronic devices in the office**

If customers expect to contact an employee on their mobile phone rather than on a regular fixed telephone in the office, then the mobile should be kept on, even when in the office. In circumstances where a fixed telephone is available to make outgoing calls then use of the mobile phone for that purpose is not required. Private electronic devices are not to be switched on or used in the workplace during working time except in an emergency, where mutually agreed between an employee and their supervisor or manager, or as authorised by this policy.

- **Electronic devices in meetings**

It is common courtesy to switch mobile phones and portable devices off before entering a meeting. AHVAC understands that extenuating circumstances may exist that requires you to leave your mobile phone switched on during meetings. An example of this would be an expecting wife or a family member with special medical needs. If this is the case then inform the other attendees prior to the commencement of the meeting that you may be expecting a call that is not to be missed so you will be leaving your mobile on during the meeting.

- **Diverting fixed office telephone when out of office**

If an employee is out of the office and has his or her mobile switched on, then it may be appropriate for the employee to divert calls coming in via their fixed telephone to their mobile phone. If you are issued a mobile phone and you elect to take it home we may at our discretion divert the fixed line to you and you are expected to show care and courtesy to any AHVAC customer that may phone after hours. In this instance you will email the appropriate person within our organization the details and particulars of that call or at the very least give the customer the a reasonable explanation why you can't assist them as you are out of office and give them a day and time when you will call them back.

During the hours of 8am and 4.30 pm when out AHVAC Reception Desk is open, any calls coming through to the office in your absence will have the particulars forwarded to you via email and you are required to act on this message within one working day.

## Electronic Device Policy

POL-007  
Revision:5  
Date: 16/10/12



- **Lost or Damaged phones**

AHVAC expects all employees who have been allocated devices to take the utmost care and responsibility for them. If a phone is lost, it shall be reported to the Office Manager as soon as it is noticed missing. If you lose or damage a company device outside of work hours you are required to replace the device. You may elect to leave your device in the office when you finish your day or roster to avoid accepting this responsibility. In circumstances where you lose a phone during work hours and it can be shown that the employee's carelessness contributed to the loss of the phone then the employee may be required to pay the whole, or contribute to the replacement cost.

If the device is faulty or broken, then notify the Office Manager as soon as possible so a replacement phone may be supplied.

- **Termination of employment**

On termination of employment, the employee must return a company issued device to the office along with any battery chargers, hands free apparatus or other accessories supplied by the company for use with the device must also be returned. In some instances suitable alternative arrangements may be made to enable a mobile phone service transferred to the departing employee.

- **Occupational health and safety**

The use of electronic devices in certain parts of the workplace and in company vehicles can create unsafe situations or potentially unsafe situations. Supervisors and Managers are authorised to issue general notices or particular notices to staff regarding the use of electronic devices if they perceive a real or potential occupational health and safety risk. All staff are required to comply with such orders, directions or notices issued by Supervisors or Managers.

- **Employee's mobile phone used on company business**

With the agreement of the Office Manager, an employee may use his or her own electronic device on company business according to the terms agreed with by the Office Manager. Accounts Payable will pay the cost of those calls and a portion of your monthly access fee on the completion of an 'expenses claim form' by the employee.

- **Use of phones on a Mine site**

Most of our mining clients prohibit the use of phones other than by a Supervisor. If you are required to work on a mine site you are to leave your electronic device with your personal belongings and it may only be used during allocated breaks. Two Way Radios are provided for inter-company communication and land lines on site are readily available. Drivers of vehicles may have a mobile in the cab to assist in areas where two-way communication is not possible, however the phone will not be answered while the vehicle is moving under any circumstances. If you are outside of the vehicle and your phone rings you shall make sure you are stationary and safely positioned before accepting or making any calls.

## IPads

- iPads are primarily used as a business tool therefore certain modifications have been made to ensure they remain as such.
- iPads are restricted in their application as follows:- Youtube, Facetime, iTunes, Ping, Installing/Deleting apps, Changing location services, anything above a PG rating, Multiplayer games, Adding friends, Adding/removing iCloud or email accounts. Any attempt to change these settings will result in the iPad being removed from your possession.
- All iPads are to remain interlinked to the [ipads@airconstruct.com.au](mailto:ipads@airconstruct.com.au) iTunes account. This will allow all iPads to share pre- approved apps and the removal of this account is strictly forbidden. Changing of the "automatic downloads" option is also forbidden as this allows us to provide you with the most current and useful business apps at no cost to yourself.
- Be aware that your ipad will be tracked at any given time via the "find my iphone" app and any unwarranted use of this device will be dealt with accordingly.
- Upon cessation of employment, any pin numbers or passcodes must be set back to 1234 before being handed in to the office. If this does not occur the device will be deemed useless and the employee will be liable for the cost of replacing the device.

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**PORTABLE MUSIC DEVICES**

- Use of portable music devices is a high risk activity in the workplace. The use of personal portable music devices in the workplace is only permitted during designated brakes.

Disciplinary action to be taken in the event of a breach of this policy (refer OP-101 HR Procedure)

\_\_\_\_\_  
David Jones  
*Managing Director*

Employee: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



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